



Quarterly Close Program User Manual

April 1, 2003



CAMS SUPPORT CENTER

Quarterly Close Maintenance, Transaction, Processing Screens and Reports

Overview

Introduction

This topic provides an overview of the Quarterly Close Maintenance, Transaction, Processing Screens and Reports, including

[purpose](#), and
[additional resources](#)

Purpose

The purpose of this user document is to provide:

- An overview of the Quarterly Close Maintenance, Transaction, Processing Screens and Reports
- Descriptions of the task-related user screens
- Procedures for completing each of the user screens
- Description of screen changes
- Descriptions of report formats

This document contains the following sections:

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Additional resources

For information about the Department of Commerce and finances, refer to the following references:

For ...	Refer to ...
Government accounting information	<i>DoC Accounting Principles and Standards Handbook</i>
U.S. Federal financial information, laws, regulations and reports	www.financenet.gov
SF-224, 2108 and FACTS, SGL	www.treas.gov
the Treasury Finance Manual	www.fms.treas.gov
the Department of Commerce Homepage	www.osec.doc.gov
the CAMS Homepage	www.camsic.osec.doc.gov

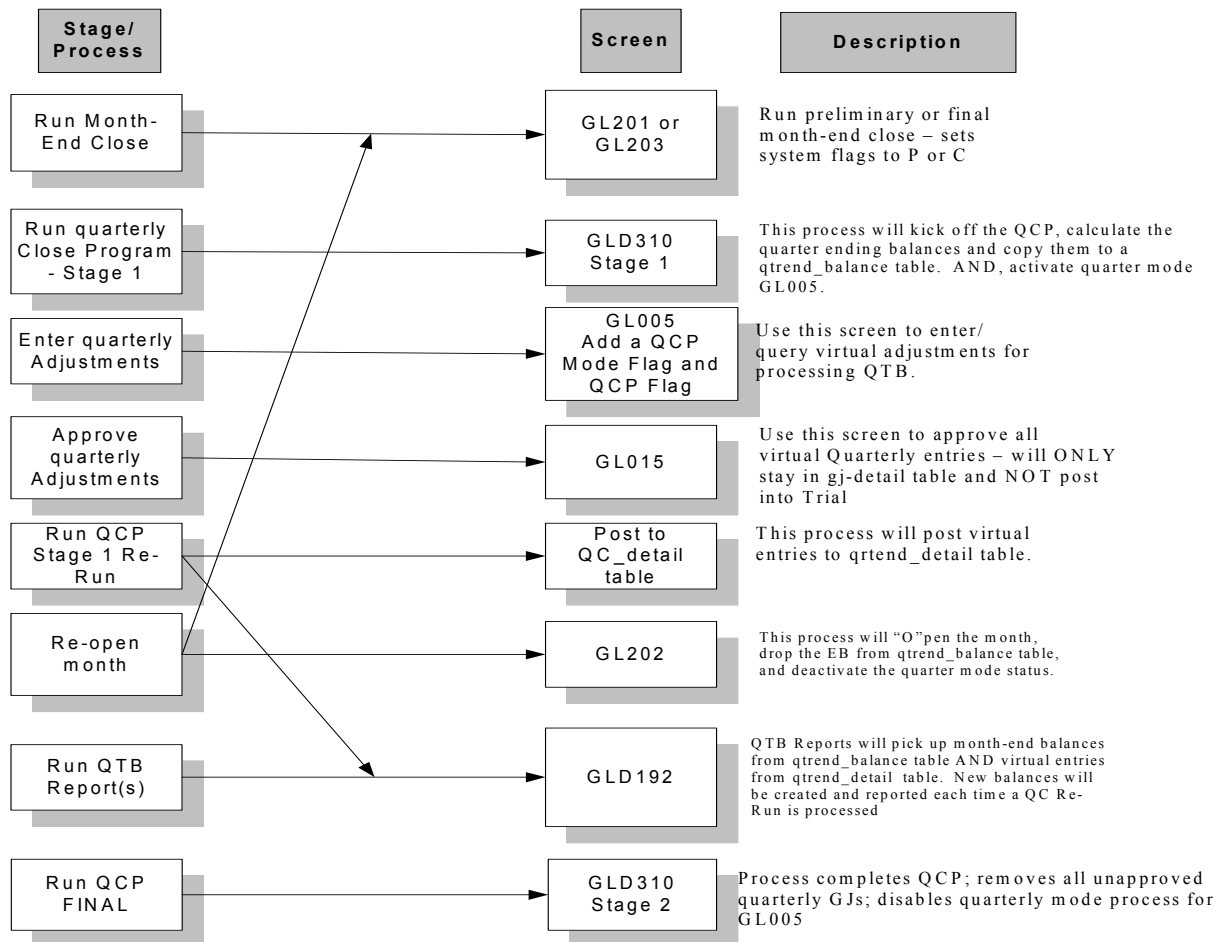
Overview – Process Workflow

This section provides information about the overview of the CFS Quarterly Close Program (QCP), including

- [process workflow](#), illustrating the high-level flow, and
- [process stages](#), describing each stage in the process

Process workflow

The workflow model below presents a high-level overview of the Quarterly close maintenance, transaction, and processing stages and screens.



Process stages

The table below describes what happens in each of the stages of the Quarterly close process.

Stage/Process	Description
Create Virtual Adjustment Users	<p>Will there be Virtual adjustments?</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> update Employee Maintenance Screen (GL029) Change Access GJ YE/QE flag to Y
Quarterly Close Process Stage 1	<p>Do you need to run a Quarterly close:</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> run GL201 (Preliminary) or GL203 (Final) to close month run stage 1 on GLD310
Enter/Approve Virtual Adjustments	<p>Are Virtual adjustments ready to be entered?</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> enter Virtual adjustments (GL005) approve Virtual adjustments (GL015)
Quarterly Close Process Stage 1 Re-Run	<p>Do you need to update account balances for a Quarterly Trial Balance:</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> run stage 1 Rerun on GLD310
Re-Open Month	<p>Does a month(s) need to be opened?</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> run GL202 stage-1 re-open return to GLD310 stage-1 to begin processing Quarterly close <p><i>If a month was opened in a previous quarter, must go back and run quarterly close for that quarter(s).</i></p>
Complete Quarterly Close Process	<p>Are you ready to run a final quarterly close?</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> run stage 2 on GLD310
Quarterly Trial Balance Reports	<p>Is a Quarterly Trial Balance report needed?</p> <ul style="list-style-type: none"> When <i>yes</i>, <ul style="list-style-type: none"> process desired report(s) (GLD192)

Changes to the GL001 Accounting Period Maintenance Screen

This section provides information about the changes to the GL001 – Accounting Period Maintenance Screen, including:

about the changes to the GL001 – Accounting Period Maintenance Screen, including:

About the Changes to the GL001 - Accounting Period Maintenance Screen

Introduction

This topic provides information about the Changes to the GL001 - Accounting Period Maintenance Screen, including

[purpose](#)

[when to use](#)

[tasks involved](#), and

[field description table](#)

Purpose

Changes to the GL001 - Accounting Period Maintenance Screen includes additional fields to display quarterly end information.

When to use

Use the enhanced GL001 to identify the Quarterly Stage and Stage Date status.

Accessing the GL001 – Accounting Period Maintenance Screen

Follow the steps in the table below to access the GL001 - Accounting Period Maintenance Screen.

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GL001 <i>Result:</i> The Accounting Period Maintenance Screen (GL001) is displayed.

Example of the GL001 – Accounting Period Maintenance Screen

Accounting Period Maintenance Screen														gl001	
----- Accounting Period -----		----- Status Flags -----										--- Qtrly End ---			
Begin	End	No	Qtr	B/E	PR	PD	AP	AR	GJ	Alloc	GL	Stage	Stage Date		
01-OCT-2005	31-OCT-2005	01	1	P	P	P	P	P	P	P	P				
01-NOV-2005	30-NOV-2005	02	1	P	P	P	P	P	P	P	P				
01-DEC-2005	31-DEC-2005	03	1	P	P	P	P	P	P	P	P	1	01-JAN-2006		
01-JAN-2006	31-JAN-2006	04	2	P	P	P	P	P	P	P	P				
01-FEB-2006	28-FEB-2006	05	2	P	P	P	P	P	P	P	P				
01-OCT-1994	31-OCT-1994	01	1	P	P	P	P	P	P	P	P				
01-NOV-1994	30-NOV-1994	02	1	P	P	P	P	P	P	P	P				
01-DEC-1994	31-DEC-1994	03	1	P	P	P	P	P	P	P	P	2	01-OCT-2004		
01-JAN-1995	31-JAN-1995	04	2	P	P	P	P	P	P	P	P				
01-FEB-1995	28-FEB-1995	05	2	P	P	P	P	P	P	P	P				
01-MAR-1995	31-MAR-1995	06	2	P	P	P	P	P	P	P	P	2	01-OCT-2004		
01-APR-1995	30-APR-1995	07	3	P	P	P	P	P	P	P	P				
01-MAY-1995	31-MAY-1995	08	3	P	P	P	P	P	P	P	P				
01-JUN-1995	30-JUN-1995	09	3	P	P	P	P	P	P	P	P	2	01-OCT-2004		
01-JUL-1995	31-JUL-1995	10	4	P	P	P	P	P	P	P	P				

Count: 15 V <Replace>

GL001 – Accounting Period Maintenance Screen

Field description table

The field description table below describes the new fields added to the GL001 – Accounting Period Maintenance Screen: Stage and Stage Date in Qtrly End Section:

Field	Type	Description
Qtrly End STAGE	<ul style="list-style-type: none"> system generated 	Displays the quarterly close program stage number: 1 – Quarterly Close Program Stage 1 (QS1) 2 – Quarterly Close Program Stage 2 (QS2) <ul style="list-style-type: none"> Note: Stage-1 Re-Run (QS1RR) is not displayed.
Qtrly End STAGE DATE	<ul style="list-style-type: none"> system generated 	Displays the date that <ul style="list-style-type: none"> Stage 1 or Stage 2 was completed.

Update the New Access GJ YE/QE Flag Employee Information Maintenance Screen (GL029)

This section provides information about updating the new Access GJ YE/QE Flag on the Employee Information Maintenance Screen (GL029), including:

[about updating the new Access GJ YE/QE Flag on GL029](#), and
[using the new Access GJ YE/QE Flag on GL029](#).

About the new Access GJ YE/QE Flag on GL029

Introduction

This topic provides information about updating the new Access GJ YE/QE Flag on the Employee Information Maintenance Screen (GL029), including

[purpose](#)
[when to use](#)
[tasks involved](#), and
[field description table](#)

Purpose

The new Access GJ YE/QE Flag on GL029 allows selected employees to make Virtual adjustments through the general journal transaction screen (GL005).

When to use

Use the new Access Virtual Flag on GL029 to allow select employees to make Virtual adjustments through the general journal transaction screen (GL005).

Accessing the Employee Information Maintenance Screen (GL029)

Follow the steps in the table below to access the new Access Virtual Flag on the Employee Information Maintenance Screen (GL029).

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GL029 <i>Result:</i> The Employee Information Maintenance Screen (GL029) is displayed.

Example of the Employee Information Maintenance Screen (GL029)

Employee Information Maintenance Screen		1:4	gl029
Employee: No.	██████████	Active: Status	N
Date	01-JAN-2006	Access	GJ YE/QE N
Name: First	██████████	M	Last
Title 1	██████████		Location
Title 2	██████████		
Phone	██████████	Fax	██████████
E-Mail	██████████		Notified by EMail
Type	██████████	F/P-Time	Hourly Rate
TIN	██████████	SSN	Room No
Database Username	██████████		
Manager: No	██████████		
Home: Bureau Code	██████████	Name	██████████
Org Code	██████████		
Default: Printer	██████████	Payment Office Code	██████████
Override	N (ACCS)	Originating Office Code	██████████
General ACCS	<>		
BDP-Only ACCS	<>		
Count: *0			
<Replace>			

Employee Information Maintenance Screen (GL029)

Tasks involved

The following major tasks are accomplished with the Employee Information Maintenance Screen (GL029):

Update the new Access Virtual Flag on the Employee Information Maintenance Screen (GL029) to allow select employees to make Virtual adjustments through the general journal transaction screen (GL005).

Field description table

The field description table below describes only the first 6 fields in order to describe how to update the new Access Virtual Flag.

For more information on the entire screen, please refer to the General Ledger User Manual the Employee Information Maintenance Screen (GL029).

Field	Type	Description
Employee: No.	<ul style="list-style-type: none"> system generated 	<ul style="list-style-type: none"> Identifies the transaction number for this screen
Active: Status	<ul style="list-style-type: none"> optional updateable default is "N" (no) 	Flag that indicates if this employee is active: <ul style="list-style-type: none"> Y yes N no
Date:	<ul style="list-style-type: none"> system generated using the current date 	The date the screen is activated

Field	Type	Description
Access GJ YE/QEI	<ul style="list-style-type: none"> optional updateable default is “N” (no) 	Flag that indicates if this employee is allowed to make Virtual adjustments on the General Journal Transaction Screen (GL005) during the Quarterly close process.
Name: First, M, Last	<ul style="list-style-type: none"> required 	Field to capture the employee’s name

Using the new Access GJ YE/QE Flag on GL029

Introduction

This topic provides information about how to update the new Access Virtual Flag on the Employee Information Maintenance Screen (GL029), including:

[before you begin](#), and
[procedure](#)

Before you begin

- Identify the employees that are authorized to make Virtual adjustments.

Procedure

Following is the procedure to

- update the new Access Virtual Flag

Follow the steps in the table below to create a Virtual entry.

Step	Field	Action
1	Name	<ul style="list-style-type: none"> Query each employee’s name <i>Result: the employee information will be displayed</i>
2	Active: Status	<ul style="list-style-type: none"> Change flag to “N” <i>Result: The employee is now de-active and changes can be made</i>
3	Access GJ Virtual	<ul style="list-style-type: none"> Type a “Y” in field <i>Result: a Y will appear in the field</i>
4	Active: Status	<ul style="list-style-type: none"> Change flag to “Y” <i>Result: The employee is now active with new changes</i>
5	N/A	<ul style="list-style-type: none"> Commit Changes

Quarterly Close Processing Screen (GLD310)

This section provides information about processing the Quarterly close stages, including:

[about the Quarterly Close Processing Screen \(GLD310\)](#) , and
[using the Quarterly Close Processing Screen \(GLD310\)](#)

About the Quarterly Close Processing Screen (GLD310)

Introduction

This topic provides information about the Quarterly Close Processing Screen (GLD310), including:

[purpose](#)
[when to use](#)
[tasks involved](#), and
[field description table](#)

Purpose

The Quarterly Close Processing Screen (GLD310) allows a user to run a Quarterly close in a step-by-step manner, moving from stage to stage, and re-running each stage as necessary.

When to use

Use the Quarterly Close Processing Screen (GLD310) to launch each stage of the Quarterly Close Process:

STAGE	WHAT IT DOES
STAGE-1	<ul style="list-style-type: none">• Activates the Quarterly Close Program• Inserts a status “1” and date into the GL001• Turns on the GL005 to accept Virtual Entries• Calculates Pre-Close Quarter Balances
STAGE-1 RE-RUN	<ul style="list-style-type: none">• Calculates Adjusted Balances by adding Virtual entries to Pre-Close Quarter Balances
STAGE 2	<ul style="list-style-type: none">• Final Close for Quarterly Close Program• Calculates Adjusted Balances by adding Virtual entries to Pre-Close Quarter Balances with/without processing stage 1 re-run• DeActivates the Quarterly Close Program• Turns off the GL005 – will no longer accept Virtual entries• GL periods (GL001) are NOT automatically changed to “C”

Accessing the Quarterly Close Processing Screen (GLD310)

Follow the step in the table below to access the Quarterly Close Processing Screen (GLD310) ~

Step	Action
------	--------

1	<p>From the Main CAMS Character Menu, page down to bottom line and enter GLD310</p> <p>Result: The screen Quarterly Close Processing Screen (GLD310) is displayed.</p>
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Example of the Quarterly Close Processing Screen (GLD310)

REL-TEK Systems & Design, Inc. - Master Menu for GCHEN

gld310 Quarter End Processes Admin Screen

Selection: 2 Press [LIST VALUES] for Assistance

Fiscal Quarter Status: FY-1999, 1st Qtr is ready to be closed.

Closing Stage: 2 Stage-1 Re-Run

Closing Stage	Status	As of Date
1. Stage-1	Y	05-FEB-2003 12:31:37
2. Stage-1 Re-Run	Y	05-FEB-2003 20:08:29
3. Stage-2	N	

Count: *0 <List><Replace>

GLD320 – Quarter End Processing Admin Screen

Tasks involved

The following major tasks are accomplished with the Quarterly close processing screen (GLD310):

Launch each stage of the Quarterly closing process

Field description table

The field description table below describes the Quarterly Close Processing Screen (GLD310).

Field	Type	Description
-------	------	-------------

Selection	required List of Values (LOV) provided	Indicates what GLD310 is to do: <ul style="list-style-type: none"> • 2 – Processing Closing Stage • 5 – Check log file
Fiscal Year Status	displayed not updateable system generated	Displays the current status of the quarter.
Closing Stage:	required LOV provided	Indicates which closing stage to process.
Closing Stage	displayed not updateable	Lists the closing stages in order to display the Status and As of Date
Status	displayed not updateable system generated	Flag to indicate whether the closing stage has been processed: <ul style="list-style-type: none"> • Y Yes • N Not processed
As of Date	displayed not updateable system generated	Indicates the most current run date and time that the closing stage was processed.

Using the Quarterly Close Processing Screen (GLD310)

Introduction

This topic provides information about how to complete the Quarterly Close Processing Screen (GLD310), including:

[before you begin procedure](#), and
[troubleshooting and error messages](#)

Before you begin

A GL201 - Record Preliminary Closing for Current Period or a GL203 - Close Current Period G/Ledger - Final must be run for all months prior to and included in the quarter to be closed.

Procedure

Following is the procedure to launch each stage of the Quarterly Closing process

Launch a stage of the Quarterly Closing process

Follow the steps below to launch a stage of the Quarterly Closing process.

Step	Field	Action
1	N/A	Access the Quarterly Close Processing Screen (GLD310).

2	Selection	Press the Home key or Tab through the field to bring up the List Of Values. Select 2 Process Closing Stage . Proceed to Step 3. ~OR~ <ul style="list-style-type: none"> Select 5 Check Log File to view the Log File for the last run of GLD310. <i>Result: the information entered is displayed</i>
3	Fiscal Year Status	Fiscal Year to be closed is displayed.
4	Closing Stage	Press the Home key or Tab through the field to bring up the List Of Values. Select the desired closing stage from the available options. <i>Result: the information entered is displayed. The Status Flag changes to “Y” and the time and date appear.</i>
6	N/A	Commit entries on GLD310 to run Quarterly Closing Process.

Troubleshooting and error messages

If the user enters invalid data or neglects to enter required data, the system will display error messages. The following are possible error messages that the user can receive:

Error Condition	Error Message
Current process still running	Current batch process is still running. Please try again later.
Current process still running by other user (xxxxxx)	Quarter end batch process is still running by xxxxxx. Please try again later.
When there are no more open fiscal years	There is no valid fiscal year to be closed.
When closed month only on 1st or 2nd month of the quarter	This process may only be run when December/March/June are closed
When QCP up to Stage-2	The Quarterly End Closing Process has been completed.

Changes to the GL202 Reopen Current Period General Ledger

This section provides information about the LOGIC changes to the GL202 – Reopen Current Period General Ledger, including:

about the LOGIC changes to the GL202 – Reopen Current Period General Ledger

About the Changes to the GL202 - Reopen Current Period General Ledger

Introduction

This topic provides information about the LOGIC changes to the GL202 - Reopen Current Period General Ledger, including

[purpose](#)

[what logic changed](#)

[how it works](#)

Purpose

Identify the LOGIC changes that were made to the GL202 - Reopen Current Period General Ledger.

NOTE: Only the LOGIC changes are discussed. For more information on the entire screen, please refer to the General Ledger User Manual.

What logic changed

New LOGIC was added **to disable the QCP process** when the general ledger is reopened on a quarter end date: (e.g., 31-Dec, 31-Mar, or 30-June)

How it works

This function was intended to be used in the CURRENT Quarter ONLY.

IF a month needs to be Reopened (GL202) while processing a QCP – the QCP will deactivate WHEN:

- the user selects an end of a quarter date for the “As of Date” (e.g., 31-Dec, 31-Mar, or 30-June)
- the G/L Module **MUST** be "O"
- this will deactivate the QCP process by performing the following:
 - Disable the Quarterly Close Program (QCP) - (GLD310).
 - Remove the quarter ending balances currently held in the quarterly tables if the quarter reopened is the same as the current processing quarter.
 - Deactivate the capability to set the “YE/QE Mode” field on the GL005 screen to ‘Q’

NOTE: The QCP must be run again starting with stage 1 to recalculate quarter end balances.

WARNING: If this function is used to open a month for a prior quarter, balances will change from the Financial Statements ALREADY submitted to DOC. THEREFORE, there is a data integrity risk in using this function for that purpose.

Accessing the GL202 – Reopen Current Period General Ledger

Follow the steps in the table below to access the GL202 - Reopen Current Period General Ledger.

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GL202

	Result: The Reopen Current Period General Ledger (GL202) is displayed.
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Example of the GL202 – Reopen Current Period General Ledger

```
REL-TEK Systems & Design, Inc. - Master Menu for GCHEN

gl202  Reopen Current Period General Ledger

Enter Parameters for Processing: (press [COMMIT] to reopen
                                preliminary closing)
As of Date: 31-MAY-2000

For Applications:      G/L - General Ledger           [C]
                      ALLOC - Allocation Process Status [C]
                      G/J - General Journal Entries    [C]
                      A/R - Accounts Receivable        [C]
                      A/P - Accounts Payable           [C]
                      P/O - Purchase Orders (Obligations) [C]
                      P/R - Purchase Requisitions (Commitments) [C]
                      B/E - Budget Execution            [F]

Surplus/Deficit G/L Account No is 3320 00

Count: *0                                <List><Replace>
```

GL202 – Reopen Current Period General Ledger Screen

Create Virtual Adjustments using GL005

This section provides information about creating Virtual adjustments on the General Journal Transaction Screen (GL005), including:

[about creating Virtual adjustments on GL005](#), and
[using GL005 to create Virtual adjustments](#)

About creating Virtual adjustments on GL005

Introduction

This topic provides information about creating Virtual adjustments on the GL005, including

[purpose](#)
[when to use](#)
[tasks involved](#), and
[field description table](#)

Purpose

The GL005 allows selected employees to make Virtual adjustments during the Quarterly Close Process.

NOTE: Only the “Virtual” flags are discussed. For more information on the entire screen, please refer to the General Ledger User Manual.

When to use

Use the GL005 to create Virtual adjustments during the Quarterly close process.

Accessing the General Journal Transaction Screen (GL005)

Follow the steps in the table below to access General Journal Transaction Screen (GL005).

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GL0005 <i>Result:</i> The General Journal Transaction Screen (GL005) is displayed.

Example of the General Journal Transaction Screen (GL005)

YE/QE Mode: **N** General Journal Transaction Screen gl005

Bureau: Code **14** Name **NOAA** YE/QE **Q**
 GJ: No **66** Date **01-JAN-2006** G/L Date **31-MAR-2006** Reference **2006Q2**
 Template: Code **NONE** Descr **TEST SOURCE REF**
 Reverse: **Y** G/L Date **30-APR-2006** GJ No **67** Reversal Range **<>**
 Approved: Requester: **Y** By **L M DESMUKES** Date **01-JAN-2006**
 Manager: **Y** By **L M DESMUKES** Date **01-JAN-2006**

TC	FY	ACCS	GL	Acct	Amount	Debit	Credit
PB001	06	<>	-		1,500.00	.00	.00
14 01COSTS-000 22 01-01-01-001 01-01-0001-01-01-01 11-10-00-00 000000							
Statistical: Unit NONE Qty .00 Employee: No 0 Rate 0.000							
Descr PERSONNEL BENEFITS Finance SF224 <N>							
Document: Source NONE Type NONE No 00000001- 0-0 Item MDL							
Source Reference TEST SOURCE REF Customer/Vendor 8 No 17626 - 2							
Qty Amount Debit Credit							
Totals:					.00	1,500.00	.00

Count: *1 <List><Replace>

GL005 – General Journal Transaction Screen

Tasks involved

The following major task is accomplished with the GL005 during a QCP:
 Create Virtual adjustments GL005.

Field description table

The field description table below describes the flags necessary to process a Virtual adjustment on GL005.

Field	Type	Description
YE/QE Mode:	<ul style="list-style-type: none"> Above Control Block Cursor positioned in flag upon opening screen Optional Defaults to “N” Updateable to “Q” – only by employees who have access through GL029 Updateable only after stage 1 	<ul style="list-style-type: none"> Sets the General Journal Transaction Screen (GL005) to accept Virtual adjustments for the Quarterly close process. Must IMMEDIATELY update to “Q” to activate Virtual status
YE/QE	<ul style="list-style-type: none"> system generated changes to “Q” when YE/QE Mode Flag is changed to “Q” NOT-updateable Users can query this flag to identify virtual entries 	<p>Indicates if the manual general journal voucher is a Virtual adjustment.</p> <ul style="list-style-type: none"> Q yes N no <p>Use field to query for Virtual adjustments</p>

Using GL005 to create Virtual Adjustments

Introduction

This topic provides information about how to create a Virtual adjustment on the GL005, including:

[before you begin](#)
[procedure](#), and
[troubleshooting](#)

Before you begin

- Update the GL029 with any employees that are authorized to make Virtual adjustments.
- Run Stage 1 (GLD310)

Procedure

Following is the procedure to

- Create an Virtual adjustment

Follow the steps in the table below to create a Virtual adjustment.

Step	Field	Action
1	YE/QE Mode	<ul style="list-style-type: none">• Must IMMEDIATELY Change flag to “Q” to activate <p>Result - <i>the following will automatically change in the control box:</i> YE/QE Flag will be set to a “Q”</p> <p>GL_End_Date: <i>populates with the gl_end_date of the current processing quarter and cannot be changed.</i></p> <p>Reference: <i>will be populated with YYYYQ# where YYYY is the fiscal year and # is the quarter number (e.g. 1 = 31-DEC; 2 = 31- MARr; 3 = 30-JUN. For example: 2003Q1 = fiscal year 2003, Quarter 1, ending 31-December 2002. This field is UPDATEABLE.</i></p>

Troubleshooting

- If an invalid user tries to change the “Virtual” field the system displays: *user does not have access to this field.*
- If a user tries to enter a query while cursor is in the YE/QE mode flag, the following message will appear: *You must enter query in control block.*
- Virtual GJs can NOT be reversed as a Virtual GJ in an open Quarter.
WARNING: *If the user uses the Reverse Flag an actual GJ will be created for the next open GL period and **will post to trial.***
- To reverse an incorrect Virtual Entry, user MUST create a new Virtual GJ **USING** the **Reverse Range function.**

Approve Virtual Adjustments on GL015

This section provides information about approving Virtual adjustments on the General Journal Manager Approval Screen (GL015), including:

[about approving Virtual adjustments on GL015](#)

About approving Virtual Adjustments on GL015

Introduction

This topic provides information about approving Virtual adjustments on GL015, including:

[purpose](#)

[when to use](#)

[tasks involved](#), and

[field description table](#)

Purpose

The GL015 allows a manager to approve Virtual adjustments during the Quarterly close process.

NOTE: Only the “Virtual” flags are discussed. For more information on the entire screen, please refer to the General Ledger User Manual.

When to use

Use the GL015 to approve Virtual adjustments during the Quarterly close process.

Accessing the General Journal Manager Approval Screen (GL015)

Follow the steps in the table below to access General Journal Manager Approval Screen (GL015).

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GL0005 <i>Result:</i> The General Journal Manager Approval Screen (GL015) is displayed.

Example of the General Journal Manager Approval Screen (GL015)

General Journal Manager Approval Screen gl015

Bureau: Code Name YE/QE

GJ: No Date G/L Date Reference

Template: Code Descr

Reverse: ☐ G/L Date GJ NO Reversal Range < >

Approved: Requester: By Date

Manager: By Date

TC	FY	ACCS	GL	Acct	Amount	Debit	Credit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Statistical: Unit Qty Employee: No Rate

Descr Finance SF224 < >

Source Reference Customer/Vendor No

Document: Source Type No Item MDL

Qty Amount Debit Credit

Totals:

Enter a query; press F12 to execute, PF4 to cancel.

Count: *0 ENTER QUERY <Replace>

GL015 – General Journal Manager Approval Screen

Tasks involved

The following major tasks are accomplished with the GL015 during the QCP:

Approve Virtual adjustments.

NOTE: Virtual adjustments DO NOT post to Trial. They only post to the GJ_detail table and the quarter tables.

Field description table

The field description table below describes the YE/QE flag on GL015

Field	Type	Description
YE/QE	<ul style="list-style-type: none"> system generated from GL005 NOT-updateable Managers can query this field to retrieve unapproved virtual entries 	<p>Indicates if that there are Virtual adjustments that need a manager's approval adjustments</p> <ul style="list-style-type: none"> ➤ Manager to approve virtual entry following same procedures as if an actual GJ

Quarterly Reports (GLD192)

This section provides information about producing Quarterly trial balance reports, including:

[about the Quarterly Reports Screen \(GLD192\)](#)
[using the Quarterly Reports Screen \(GLD192\)](#), and
[about the QTB Reports](#)

About the Quarterly Reports Screen (GLD192)

Introduction

This topic provides information about the Quarterly Reports Screen (GLD192), including:

[purpose](#)
[when to use](#)
[tasks involved](#), and
[field description table](#)

Purpose

The purpose of the Quarterly Reports Screen (GLD192) is to allow a user to produce a variety of Quarterly Trial Balance (QTB) reports, which include Summary and Detail QTB Reports.

When to use

Use the Quarterly Reports Screen (GLD192) to process QTB reports.

Accessing the Quarterly Reports Screen (GLD192)

Follow the step in the table below to access the Quarterly Reports Screen (GLD192).

Step	Action
1	From the Main CAMS Character Menu, page down to bottom line and enter GLD192 <i>Result:</i> The screen Quarterly Reports Screen (GLD192) is displayed.

Example of the Quarterly Reports Screen (GLD192)

GLD192 – Quarterly Trial Balance Report Screen

Tasks involved

The following major tasks are accomplished with the Quarterly Reports screen (GLD192):

Generate QTB reports

Field description table

The field description table below describes the Quarterly Reports (GLD192) screen.

Field	Type	Description
Selection	required LOV available	Indicates how to process the report: <ul style="list-style-type: none"> • 1 Print Last Report as Processed • 2 Process New Report – Do Not Print • 3 Process New Report – Print • 4 Review Report • 5 Check Log File
Bureau Code	required LOV available	Indicates the Bureau Code to process for the Quarterly trial balance report. <i>Bureau name automatically populates when number is entered.</i>
Fund Group	displayed defaults to 'ALL' updateable LOV available	Indicates the Fund Group to process for the Quarterly trial balance report.

Approp Symbol	displayed defaults to 'ALL' updateable LOV available	Indicates the Appropriation Symbol to process for the Quarterly trial balance report.
Fund Code FY Range	displayed defaults to '0000' ~ '9999' updateable	Indicates the range of the Fund Code Fiscal Year(s) to process for the Quarterly trial balance report. <i>If "ALL" is selected in Fund Group this range cannot be changed.</i>
Exclude Fund(s)	displayed defaults to 'N' updateable LOV available	Indicates whether Fund Codes are excluded in creating a Quarterly trial balance report. <ul style="list-style-type: none"> • Y - the user will be able to tab to the Fund field to exclude funds. • N - the user will tab past this field.
Fund	displayed updateable* *Updateable only if Exclude Fund(s) flag is set to 'Y'	Indicates which Fund(s) to exclude for processing the Quarterly trial balance report.
Fiscal Year	displayed populated by last GLD310 run	Indicates the fiscal year of the current QCP.
Quarter	displayed populated by last GLD310 run	Indicates the quarter of the current QCP.
As of	displayed populated by last GLD310 run	Indicates the LAST date/time run of the Quarterly Close Process (GLD310).
Report	required LOV available	Indicates which QTB report(s) to process: <ul style="list-style-type: none"> • 1 All Quarterly Trial Balance Reports • 2 All Detail QTB Adjustment Reports • A Quarterly Trial Balance - By Bureau Code • B Quarterly Trial Balance - By Fund Symbol • C Quarterly Trial Balance - By Fund Code • D Quarterly Trial Balance - By Fund Code, FCFY • E Detail QTB Adjustment - By Bureau Code • F Detail QTB Adjustment - By Fund Symbol • G Detail QTB Adjustment - By Fund Code • H Detail QTB Adjustment - By Fund Code, FCFY

Detail for Account No.	<i>Is ONLY activated for Detail Quarterly Reports</i> Required LOV available	Indicates which account/sub-account the Detail QTB report will print out
Printer	Displayed updateable LOV available	Indicates the printer destination
Copies	Displayed updateable	Indicates the number of copies to print of the Quarterly trial balance report.
Print Time	Displayed updateable	Indicates at what time the Quarterly Report will be printed.

Using the Quarterly Reports Screen (GLD192)

Introduction

This topic provides information about how to complete the Quarterly Reports screen (GLD192), including:

[before you begin](#)
[procedure](#), and
[troubleshooting and error messages](#)

Before you begin

A Quarterly Close stage (GLD310) must be run before any data will be available to process a QTB Report.

Procedure

Following is the procedure to generate a QTB report(s).

Follow the steps below to generate a QTB report(s).

Step	Field	Action
1		Access the Quarterly Reports screen (GLD192)
2	Selection	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field Result: The information entered in displayed
3	Bureau Code	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field Result: The information entered in displayed
4	Fund Group	Type in desired entry or

		Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field <i>NOTE: if ALL is chosen next available field is Fiscal Year (Step5)</i> <i>Result:</i> The information entered in displayed
4a	Approp Symbol	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field <i>NOTE: if ALL is chosen next available field is Fiscal Year (Step5)</i> <i>Result:</i> The information entered in displayed
4b	Fund Code FY	Type in desired entry for entire range Tab or enter to next field <i>Result:</i> The information entered in displayed.
4c	Exclude Fund(s)	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field <i>NOTE: : if N is chosen next available field is Fiscal Year (Step5)</i> <i>Result:</i> The information entered in displayed
4d	Fund	Use the Up and Down Arrow keys to move through the list of Fund Codes Press the Delete key to exclude a Fund Code Press the F4 key to exit the field Tab or enter to next field
5	Fiscal Year	n/a
6	Quarter	n/a
7	As of	n/a
8	Report	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field <i>Result:</i> The information entered in displayed
9	Acct No	Format = #####.## Type in desired entry or Hit HOME to reveal LOV

		Arrow to desired entry Enter Tab or enter to next field Result: The information entered in displayed
10	Printer	Type in desired entry or Hit HOME to reveal LOV Arrow to desired entry Enter Tab or enter to next field Result: The information entered in displayed
12	Copies	Type in number of copies desired Tab or Enter to next field Result: The information entered in displayed
13	Print Time	na
13	NA	Commit Report

Troubleshooting and error messages

Error handling and messages for GLD192 are the same as GLD190.

If the user enters invalid data or neglects to enter required data, the system will display error messages and the user is required to enter valid data for that field

About the QTB Reports

Introduction

This topic provides information about the QTB Reports, including:

[purpose](#)
[when to use](#)
[report formats](#)
[field description tables](#), and
[how to tie GLD192 to GL109 reports](#)

Purpose

The purpose of the QTB Reports is to provide the user with QTB reports, which include Summary and Detail QTB Reports.

When to use

Use the QTB Reports to produce quarterly financial statements

Report formats

The following is the format of all the **Summary** QTB Reports:

As of Date: 31-MAR-2003 12:00:00
 Quarter Ending: 31-MAR-2003

DEPT. OF COMMERCE
 NOAA
 QUARTERLY TRIAL BALANCE REPORT

GL0192A.157
 21-MAR-2003
 11:24:33

PART 1: SUMMARY BY FUNDING CODE

Account	DESCRIPTION General Ledger Account Title	Pre-Close Quarter Balance (GLJ19)		On-Top/Virtual Adjustments		Adjusted Balance
		Debit	Credit	Debit	Credit	
REVENUE ACCOUNT						
	REVENUE					
5200.00	REVENUE FROM SERVICES PROVIDED	0.00	32,812,889.00	0.00	0.00	-32,812,889.00
5200.02	REVENUE FROM SERVICES PROVIDED	0.00	2,431.58	0.00	0.00	-2,431.58
5500.00	PERMITTES, FINES AND AIDOR FEE REVENUE	0.00	235,821.16	0.00	0.00	-235,821.16
5100.00	APPROPRIATED CAPITAL COST	0.00	22,236.64	0.00	0.00	-22,236.64
5990.00	COLLECTIONS FOR OTHERS	211.00	0.00	0.00	0.00	211.00
5991.00	ACCURED COLLECTIONS FOR OTHERS	234,158.68	0.00	0.00	0.00	234,158.68
	Sub-Total:	235,821.16	33,332,518.98	0.00	0.00	-32,891,543.34
	REVENUE ACCOUNT TOTAL:	235,821.16	33,332,518.98	0.00	0.00	-32,891,543.34
EXPENSE ACCOUNT						
	EXPENSE					
6100.00	OPERATING/PROGRAM EXPENSES	32,818,939.00	4,000.00	0.00	0.00	32,866,939.00
6100.02	OPERATING/PROGRAM EXPENSES	0.00	0.00	1,500.00	0.00	1,500.00
6100.02	INTER. BUREAU COST CLEARING	0.00	0.00	0.00	1,500.00	-1,500.00
6100.04	SEA OPERATING COSTS	22,236.64	0.00	0.00	0.00	22,236.64
6530.00	INTEREST EXPENSE - FREIGHT PAY	2,431.58	0.00	0.00	0.00	2,431.58
	Sub-Total:	32,895,595.34	4,000.00	1,500.00	1,500.00	32,893,593.34
	EXPENSE ACCOUNT TOTAL:	32,895,595.34	4,000.00	1,500.00	1,500.00	32,893,593.34
	INCOME STATEMENT ITEMS TOTAL:	33,338,628.98	33,336,518.98	1,500.00	1,500.00	-5,950.00

Field description table

The field description table below describes the data elements and columns included in the QTB Summary Reports:

Field	Description
Cover Page Data Elements - Corners	
Current Date	Date of system when the user runs the report Date/Time Field. <i>Top left hand corner</i>
Report Number	States report number <i>Top right hand corner</i>
Cover Page Data Elements – Center Information	
Department of Commerce	Default information
Bureau	
Report Title	States Main title of report
Part:	States the bureau name that the user enters.
Cover Page Data Elements - PARAMETERS:	
Fund Group	States the fund group entered by user.
Fund Symbol	States the fund Symbol entered by user.
Fund Code FY Range	States the Fund Code FY range entered by user.
Fiscal Year	Show the Fiscal Year from the GLD192 screen
Fiscal Quarter	States the Fiscal Quarter from the GLD192 screen
As of DATE	Displays AS OF date and time from GLD192 screen
Funds:	To display the selected funds.
TITLE –of each page	
Top Right hand Corner	
As Of Date	Displays As of last update From GLD310 program.
Quarter Ending	States the ending Fiscal Quarter of specific FY.
Fund Symbol	States the fund Symbol entered by user
Fund Codes:	To display the available funds.
Fund Code FY	States the available FCFY
Center Information	
Department of Commerce	Default information
Bureau	States the bureau name entered by user.
Report Title	States Main title of report
Part:	States the bureau name that the user enters.
Top Left Hand Corner	
Report Number	States report number
Current Date	Date of system when the user runs the report Date Field.
Current Time	Date of system when the user runs the report Time Field.
Columns in BODY of report	
Account No	To display Account No.
Description	To display: <ul style="list-style-type: none"> ➤ account description. ➤ Sub-total by account rollup ➤ Account class description TOTAL

Pre-Close Quarter Balance (GL109) Debit	To show ending Debit Balances from Trial for Quarterly Stage 1 (matches to GL109).
Pre-Close Quarter Balance (GL109) Credit	To show ending Credit Balances from Trial for Quarterly Stage 1 (matches to GL109).
On-Top/Virtual Adjustments Debit	To show any new debit virtual quarterly entries from GJ tables for Quarterly Stage1 Re-Run.
On-Top/Virtual Adjustments Credit	To show any new credit virtual quarterly entries from GJ tables for Quarterly Stage1 Re-Run.
Adjusted Balance	To show a sum of Pre-Close Quarter Balance Debits – Credits + On-Top/Virtual Adjustments Debits - Credits Debits

The following is the format of all the **Summary** QTB Reports:

As of Date: 31-MAR-2015 12:00:00
 Quarter Ending: 31-MAR-2015

DEPT. OF COMMERCE
 SOBA
 DETAIL QUARTERLY TRIAL BALANCE ADJUSTMENT REPORT

GL0192E.157
 31-MAR-2015
 11:45:33

PART 1: SUMMARY BY KOREAN CODE

Account	Quarterly Adj. Bg	PCPY	Transaction Date	Source Reference	Quarterly Adj. Description	Debit Amount	Credit Amount
5111.11.55	2015	31-MAR-2015	TEST SOURCE REF	TEST SOURCE REF		1,500.00	1.00
Total:						1,500.00	1.00

Field description table

The field description table below describes the data elements and columns included in the **Detail Quarter Trial Balance Adjustment Report**

Field	Description
Cover Page Data Elements - Corners	
Current Date	Date of system when the user runs the report Date/Time Field. <i>Top left hand corner</i>
Report Number	States report number <i>Top right hand corner</i>
Cover Page Data Elements – Center Information	
Department of Commerce	Default information
Bureau	
Report Title	States Main title of report
Part:	States the bureau name that the user enters.
Cover Page Data Elements - PARAMETERS:	
Fund Group	States the fund group entered by user.
Fund Symbol	States the fund Symbol entered by user.
Fund Code FY Range	States the Fund Code FY range entered by user.
Fiscal Year	Show the Fiscal Year from the GLD192 screen
Fiscal Quarter	States the Fiscal Quarter from the GLD192 screen
As of DATE	Displays AS OF date and time from GLD192 screen
Funds:	To display the selected funds.
TITLE –of each page	
Top Right hand Corner	
As Of Date	Displays As of last update From GLD310 program.
Quarter Ending	States the ending Fiscal Quarter of specific FY.
Fund Symbol	States the fund Symbol entered by user
Fund Codes:	To display the available funds.
Fund Code FY	States the available FCFY
Center Information	
Department of Commerce	Default information
Bureau	States the bureau name entered by user.
Report Title	States Main title of report
Part:	States the bureau name that the user enters.
Top Left Hand Corner	
Report Number	States report number
Current Date	Date of system when the user runs the report Date Field.
Current Time	Date of system when the user runs the report Time Field.
Columns in BODY of report	
Account No	To display Account No. Format = #####.##
Quarterly Adj. No	To show trans_no from GJ tables = GJ No. on GL005
FCFY	States the FCFY for the virtual transaction

Field	Description
Transaction Date	States system date for the Virtual Transaction
Source Reference	Displays information entered into Source Reference field in detail block of GL005
Quarterly Adj. Description	States description entered in control block of GL005
Debit Amount	States debit amount
Credit Amount	States credit amount

How to tie GLD192 to GL109 reports

GLD Report	GL109 Section
A - Summary by Bureau code	Grand Summary
B - Summary by Fund Symbol <i>must be placed in an Excel spreadsheet for easier viewing</i>	Grand Summary
C - Summary by Fund Code	Fund Balance for all Fiscal Years
D – Summary by Fund Code, FCFY	Fund, FCFY

Timing of Tying GLD192 Reports TO GL109

GLD192	GL109	WHEN:
GLD192 Adjusted Balance Column	GL109 Debit and Credit Columns	GLD192 is run IMMEDIATELY after a GLD310 Stage 1 <i>NO virtual entries</i>
SUM of GLD 192 Pre_close Debit and Credit columns	GL109 Debit and Credit Columns	GLD 192 is run AFTER Stage 1 Re-Run <i>INCLUDES virtual entries</i>